

**National School Lunch and Breakfast Programs
On-site Review of Meal Counting and Claiming Procedures
Instructions**

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that the School Food Authority (SFA) conduct an on-site review in each building annually before February 1.

Food Service Management Company (FSMC) personnel may not complete the annual on-site reviews. Only employees of the SFA may perform this function.

The SFA must review all free, reduced-price and denied applications to assure that they have been accurately approved and that students are receiving the correct benefits to which they are entitled. Refer to the *Eligibility Guidance for School Meals Manual* at the following website: <http://www.fns.usda.gov/cnd/guidance/default.htm>.

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

A point of service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student.

Adult meals, a la carte items and second meals are not reimbursable and should be accounted for separately.

The **only** approved alternatives to the point of service meal count include:

- Schools taking a meal count at the beginning of the meal service line, provided a staff person at the end of the meal line check to ensure the student has a reimbursable meal; and
- Schools approved by the State Agency to use Special Provisions 2 simplified counting procedures. These schools must complete a review form specifically for schools using special provisions during non-base years. During the non-base years, Provision 2 schools only count the total number of reimbursable meals at the point of service. Meal counts by eligibility category are not required.

If any of the questions are answered “No”, a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.